

George F. Sweet
A FEW HINTS ^{3d & Regt.}

ON

"HOW TO QUALIFY"



Price 50 Cents

Beauchamp & How

LIMITED

97 King St. West,

Adel. 3875

TORONTO



Civil and Military Tailor


By supplying high-quality clothing in perfection of style and finish we try to create and retain the patronage and goodwill of our customers.

*A Few
Hints on "How to Qualify"*



TORONTO

1916



Digitized by the Internet Archive
in 2024 with funding from
University of Toronto

INDEX

	Page
Duties.....	3
Interior Economy	9
Military Law	12
Outposts	16
Advanced Guards	21
Rear Guards.....	23
Flank Guards	24
Fighting Troops and their Characteristics	25
Marches.....	27
Company in Attack	29
Close Country, Fighting in	30
Woods, “ “	31
Villages “ “	32
Camps and Bivouacs	33
Ammunition Supply.....	35
Topography	35

DUTIES

Duties are those services which an officer or soldier can legally be called upon to perform in turn according to Roster. ✓

Roster

Tabulated form or register containing names of corps or individuals as may be required for duty purposes.

Various Rosters Kept in Battalion

Officers, N. C. O.'s, and Men

Who keeps Officers' Roster? Adjutant in order of seniority.

Who keeps N.C.O.'s Roster? Sergeant-Major in order of seniority.

Who keeps the men's Roster? Company Sergeant-Major or Company Orderly Sergeant, alphabetically in sections.

Classifications of Duties

1. Guards of Honor—

Sovereign,
Royal Family,
Vice-Royals,
Governor of a Colony,
Commander-in-Chief abroad.

2. Duties under Arms—

Divisional,
Brigade or Garrison,
Regimental.

3. Courts Martial.

General,
District,
Regimental.

4. Boards and Courts of Inquiry.

Divisional,
District,
Regimental.

5. Working Parties.

6. Fatigues.

Overslaugh

When two duties come to an officer on the same day he performs senior one and gets credit for both.

Difference Between Court and Board of Inquiry

A **Court of Inquiry** deals with questions relating to discipline only, such as insubordination.

A **Board of Enquiry** deals with questions not connected with discipline, such as damage to Government property, loss of kit, etc.

Note

A **Board of Enquiry** is often called a **Board of Officers**.

The Various Courts Martial in Order of Seniority

Field General (exceptional),
General,
District,
Regimental.

Duties of the Captain of the Day

(1) He is responsible for the cleanliness and regularity of the barracks or camp.

(2) See that the daily duties are performed regularly.

(3) Be present at the issue of rations.

(4) Visit the men's mess at meal hours.

(5) Visit and turn out the guard by day.

(6) Report extraordinary occurrences to the commanding officer. He is on duty from reveille to reveille (24 hours), and is assisted by the subaltern of the day.

Definition of Orderly Officer

(1) If a corps is unable to furnish both a captain and a subaltern of the day, one officer may be detailed for both duties, and he is then called the Orderly Officer.

Subaltern of the Day—On duty from Reveille to Reveille.

(1) Assists Captain of the day.

(2) Visits and inspects quarters one-half to one hour after reveille.

(3) Inspects rations both in bulk and after issuing to the messes.

(4) Attends mess orderly parade before breakfast with the guard's food. Inspects breakfast at the messes and receives complaints.

(5) Attends guard mounting and in the absence of the adjutant inspects same.

(6) Inspects guard room and sentries.

(7) Visits hospitals.

(8) Visits regimental institutions, such as canteen, etc.

(9) Visits cook-houses before dinner and messes as at breakfast.

(10) Inspects the piquet at sunset.

(11) Attends Orderly Sergeants' parade at tattoo.

(12) Sees lights out.

(13) Visits guard once during the night.

(14) Sends reports to the Captain of the day before 9 a.m. the following day.

(15) He must not leave the barracks during his tour of duty.

What Guards Should Be Commanded by an Officer?

(Usually commanded by Sergeant.) On those duties which are important, irrespective

of number and always when over 20 in number.

To Whom do Guards Present Arms?

- (a) To the Sovereign.
- (b) To Members of the Royal Family.
- (c) To Governor and General Officers in uniform.
- (d) To Field Officer of Day when visited by him.
- (e) A Regimental Guard to its C. O. once a day when in uniform.
- (f) To all armed corps.

To What Bodies do They Slope?

To armed parties not up to strength of armed corps.

What is an Armed Party?

Any number of men from one upwards with a commander (side arms are sufficient to make it an armed party).

What is an Armed Corps?

A regiment of cavalry.

Brigade of horse or field artillery without guns.

Two companies of garrison artillery.

Four companies of engineers.

Battalion of infantry with or without its colors.

To What Officers does a Sentry Present Arms?

To Majors or above.

On what Stated Occasions do Guards turn out?

Reveille.

Retreat.

First Post.

What are Grand Rounds and Visiting Rounds?

Grand Rounds is when the guard is visited by the Field Officer of the day.

Visiting Rounds is when the guard is visited by the Captain or subaltern of the day.

How do Grand and Visiting Rounds affect the Guard?

At Grand Rounds the guard turn out and present.

At Visiting Rounds turn out at the slope.

When is a Guard, Escort, Piquet or Fatigue Party Entitled to Count a Tour of Duty?

(a) When it is marched off the parade ground.

What is a Guard Report?

A report made out by the commander of the guard.

What should a Guard Report contain?

List of articles in charge of the guard.

Name of every man on the guard.

The hours each man was on sentry and number of his post.

Hours at which the commander of the guard visited the sentries.

Hours at which they were visited by the orderly officer.

The names of any prisoners, the time at which they were confined, and the offence of which they are charged.

Any unusual occurrence, etc.

What is Meant by the Terms Reveille, Retreat, Tattoo, and Lights Out?

Reveille—Is a bugle call sounded at sunrise or some other stated hour when troops are expected to rise.

Retreat—Is a bugle call at sunset or some other stated hour after which no compliments are paid.

Tattoo—Is the time which elapses between First and Last Post, after which all men out without a pass are reported absent without leave.

Lights Out—Is a bugle call sounded to extinguish all lights which are not authorized.

Duties in Aid of Civil Power

Under what circumstances can the Militia be called out in aid of the civil power?

In the case of a riot or to prevent a riot.

On whose authority can the Militia be called out?

By written authority signed by three magistrates, one of which must be the Mayor of the town or Warden of the county.

What Penalty can be Imposed on an Officer, N.C.O., or man for refusing to turn out in Aid of the Civil Power?

(a) In case of an officer, a fine not to exceed \$100.

(b) In case of an N.C.O. or man, a fine not to exceed \$20.

Definition of Discipline

A willing, prompt and explicit obedience of all ranks to senior authority charged with responsibility.

INTERIOR ECONOMY

Definition of Interior Economy

Is the interior management of the corps, apart from drill and duties, and relates chiefly to clothing, paying, messing, and quartering of troops.

Oath of Allegiance

I, A B C do sincerely promise and swear that I will be faithful and bear true allegiance to His Majesty the King.

How many kinds of Orders are there?

Three, viz.:—

Standing Orders,
Routine Orders,
Operation Orders.

What is the Object of the Different Kinds of Orders?

Standing Orders—Are issued to adapt the regulations to local circumstances and avoid frequent repetition in Routine and Operation orders.

Routine Orders—Deal with the same subjects in war as in peace, viz., discipline, interior economy, etc.

Operation Orders—Deal with all strategical and tactical operations and are issued by the general staff.

Different Kinds of Rank

(a) Substantive or Regimental rank held in own corps.

(b) Brevet rank held outside own corps.

(c) Honorary is titular.

Ranks in the Army and Insignia of Rank

Lieutenant—2 stars.

Captain—3 stars.

Major—Crown.

Lieut.-Colonel—Crown and star.

Colonel—Crown and 2 stars.

Brigadier-General—Crossed swords and baton.

Major-General—Crossed sword, baton and star.

Lieutenant-General—Crossed sword, baton and crown.

General—Crossed sword, baton, crown and star.

Field Marshal—Crossed batons surrounded by laurel wreath and surmounted by a crown.

Non-Commissioned Ranks

Corporal—Two stripes.

Sergeant—Three Stripes

Company Sergeant-Major—Three stripes and crown.

Regimental Quartermaster-Sergeant—Four stripes and six-pointed star.

Regimental Sergeant-Major—Four stripes and crown.

Regimental Sergeant-Major—(Who is a W.O.)—One crown worn on the right forearm.

Note—When the stripes are more than three in number they are worn on the forearm point upwards.

Difference between Rank and Appointment

Rank is the status of an officer and gives seniority.

Appointment is office that he fills or discharges.

Appointments—

Adjutant,
Paymaster,
Medical Officer,

Chaplain,
Quartermaster.

N.C.O. Appointments—

Paymaster-Sergeant.
Lance-Sergeant.
Sergeant Cook.
Orderly Room Sergeant, etc.

**Difference between Pass Furlough and Leave
of Absence**

Passes are only issued up to six days; over that a soldier is known to be on "Furlough." "Furlough" applies to N.C.O.'s and men. "Leave of Absence" to officers.

**Company Books kept by Officer Commanding
Company—**

Company Order Book.
Company Conduct Book.
Company Cash Book.
Company Ledger Book.
Company Clothing Book.
Company Messing Book.
Register of Arms and Accoutrements.
Paylist or Sheets.
Requisition of Clothing and Necessities.

MILITARY LAW.

Definition of Military Law

That which governs a man as a soldier irrespective of his rights as a private citizen.

Military Custody all ranks (when not under sentence) means arrest, but if circumstances require it, they may be placed in custody under charge of Guard, Patrol, Sentry, or Provost Marshal.

Distinguish between Open and Close Arrest

Open arrest means a soldier shall attend all parades, but will not leave barracks or camp until his case is disposed of.

Close arrest means being placed in guard detention room or in charge of guard, sentry or provost-marshal.

Under what Circumstances can a Soldier under Arrest be Released?

It is the duty of the commander of the guard to see that he receives a "charge" in writing within at least 24 hours; if not, he should bring it to the attention of the Orderly Officer. If the "charge" is not forthcoming in 48 hours, he may release the prisoner on authority from the officer to whom he renders his guard report.

Powers of Company Commander

Seven days C. B.

Fines for drunkenness and extra guards and piquets. He may admonish or reprimand N.C.O. below the rank of Sergeant or appointment of Lance-Sergeant.

C. B. may be limited to three days at the discretion of the C. O.

Powers of a Commanding Officer

Summarily to try cases. In case of a private he can give minor or summary punishment, but in the case of the latter he must ask the man if he wants to be tried by him or be tried by Court-Martial.

He can award: 14 days C.B., 28 days detention, fines, forfeitures, extra guards, etc.

He can, in the case of N.C.O.'s—

- (a) Admonish.
- (b) Reprimand.
- (c) Severely reprimand.

In the case of Acting N.C.O.'s—

- (a) Order to revert to permanent grade.
- (b) Remove from appointment.

Who can give more than Seven Days' Detention for an Offence?

Field officers only.

Minor Punishments—

- (a) 14 days C.B.
- (b) Extra guards, piquets, fatigues, parades and orderly duties.
- (c) Admonish.
- (d) Reprimand.
- (e) Severe reprimand.

Fines

Only for drunkenness, and are paid into regimental funds.

Forfeitures

For absence without leave and for days of detention, and are paid to the Government.

Stoppages

Are for loss of kit, damage to Government property, extra messing, washing, or hospital (except wounds received in action).

Scale of Fines for Drunkenness

First offence—No fine.

Second offence—\$2.00.

Third and every subsequent offence—\$3.00; but if the third or subsequent offence occurs within six months of the preceding offence—\$5.00, and if within three months—\$6.00.

A soldier should not be fined for drunkenness when the unpaid fines amount to \$10.00.

Non-Combatant Officers—

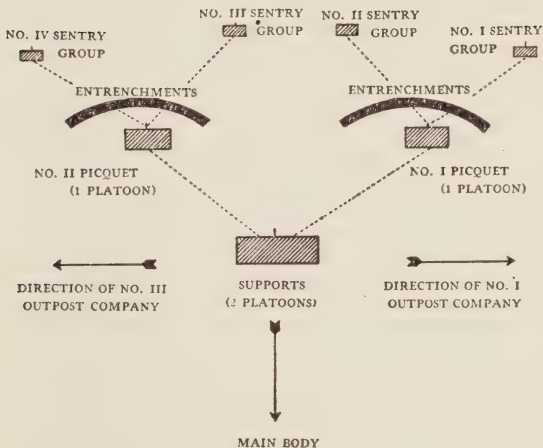
(t) Medical Officer.

(b) Chaplain.

(c) Paymaster.

(d) Quartermaster.

OUTPOST COMPANY



OUTPOSTS

The whole duty of outposts may be summed up as the two R's, viz., Reconnaissance and Resistance.

The amount of resistance to be offered will depend—

(1) On the size of the main body, as a large force will require more time to get into position than a smaller one.

(2) On whether the position selected is that occupied by the outposts or one in rear.

The numbers detailed for outposts will depend—

(1) On the amount of resistance to be offered.

(2) The nature of the country.

(3) Size of the force.

As a rule, the outposts should never be more than a quarter of the whole force and never less than an eighth.

Whenever there is any likelihood of a collision with the enemy the commander must first decide what his action in such a case will be and where he will take up his position. He will then select the areas where his troops are to be quartered, then the position occupied by the outposts will be selected.

As resistance is all-important, the ground must afford facilities for opposing the enemy's advance, and when a choice between a better view and better defence occurs the former must be sacrificed to the latter, the ground in front being watched by patrols.

Outposts are composed of outpost mounted troops and outpost companies, and in case of large force, the reserve.

The outpost mounted troops are furnished from divisional cavalry, and are attached to outpost companies for reconnoitring purposes by day and to maintain touch with protective cavalry if this is still out in front. By night the reconnoitring must be done by infantry patrols, and the mounted troops should be withdrawn as a rule.

Outposts are divided as follows—

- (1) Picquets, which furnish the sentries.
- (2) Detached posts when necessary.
- (3) Supports.

In ordinary country each outpost company should watch about half a mile of front.

The size of the picquet will depend on number of sentry posts and patrols to be furnished.

In very enclosed country or at night the number of posts would correspond with the number of roads or paths by which the enemy could advance, as in such cases his approach would be limited to these lines.

In close country and always at night men are posted in pairs.

Sentries must be concealed from the enemy's view, as it is very important that the outpost dispositions should be hidden from the enemy.

Sentries must clearly understand the following rules:—

(1) Never lie down without orders except to fire.

(2) Never fall back on a picquet unless the attack is serious, and then fall to a flank to clear the front.

(3) See and not be seen or heard and report his observations.

(4) Remain motionless unless to see better.

(5) Never let his rifle out of his hand.

(6) Bayonets never to be fixed except at night or foggy weather.

(7) Pay no compliments.

(8) Allow no stranger to approach his post and retain all who do.

(9) Challenge all persons after dark.

(10) Fire at anyone who does not halt at once.

(11) Warn picquet in case of attack.

When posted sentries must be clearly instructed on following points:—

(1) Direction of enemy and probable line of advance.

(2) Extent of front and any special point to watch.

(3) Position of neighboring sentries.

(4) Number of their post and picquet.

(5) Position of picquet and the best way to it.

(6) Position of examining guard and any detached posts.

(7) Name of any villages and where roads lead to.

(8) Countersign and private signal of picquet.

(9) What to do with deserters, flags of truce, etc.

A sentry will be mounted over each picquet called the "Sentry over the arms," whose duty it is to look out for signals from front line of sentries and communicate to commander of picquet.

Standing patrols consist of from two to eight **mounted men** under an N.C.O., who remain in a fixed place for several hours. They are especially useful at night. They would be detailed to go out well in advance of the

sentry line and watch approaches or other places where the enemy could concentrate unseen.

It is sometimes necessary for an outpost company to furnish a **detached post**, but only when unavoidable. It is a general tactical rule to avoid all detachments as much as possible, as the detached post is always liable to be cut off. The strength of the post varies from six to twelve men, under an N.C.O., and acts generally as a small picquet. The commander must always be given special instructions what to do in case of attack, etc.

In special cases where there is much traffic through the outposts a special detached post may be used called an examining post, consisting of about half a dozen men under an N.C.O.

Deserters and prisoners are sent at once under escort to the outpost commander. No one should be allowed to converse with them.

A picquet should never be posted in a house or enclosure.

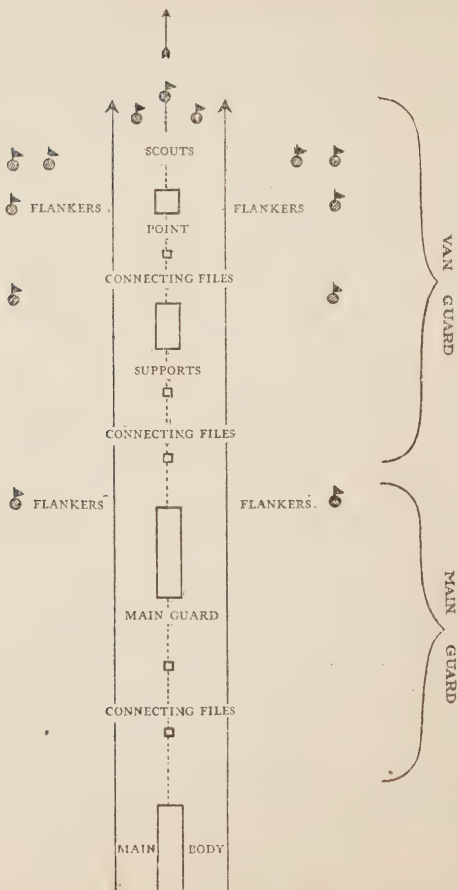
Picquets must always strengthen their positions without waiting for orders and keep the same in sanitary condition.

The position of supports depends on whether they are to advance and reinforce the picquet line or whether the supports are to form the line of resistance. If the latter is the case their positions will be such as to offer the strongest defence.

The outpost commander will be instructed by the C. O.—

- (1) What is known of the enemy;
- (2) His intentions;
- (3) Where the main body will halt;

ADVANCED GUARD



- (4) General position of outpost line;
- (5) What troops are detailed for duty;
- (6) How much resistance to offer.

The arrangement for night duty and the positions to be occupied should all be decided during the daytime, but the actual change of position would not take place till after dark.

Outposts are relieved shortly before sunrise in order to have a double force ready under arms.

ADVANCED GUARDS.

Every body of troops on the march in the enemy's country must have an advanced guard, even when independent or protective cavalry (or both) are used.

The advanced guard must protect the main body from the moment the march starts.

An advanced guard usually varies from one-eighth to one-fourth of the whole force.

An officer is always put in command of an advanced guard.

He should always receive all available information from his C. O.—

- (1) As to what is known of the enemy;
- (2) What to do if the enemy is met.

He may either be directed to hold his ground at all costs until the main body comes up and deploy for action, or fall back slowly while the main body deploy in rear for action.

Every advanced guard is divided into two main parts, viz., **van guard** and **main guard**.

The chief duty of a van guard is reconnaissance, usually composed of mounted

troops, who push forward patrols to reconnoitre and try and prevent the march of the main guard from being interrupted.

The chief duty of the main guard is resistance, and is made up of practically all infantry and some artillery.

The troops in the main guard are placed in the order in which they will come into action.

The advanced guard will be as far ahead of the main body (at least) as will allow the main body to deploy for action before the head of the column comes into range of the enemy's artillery.

The van guard will be about one mile in front of the main guard in the case of a force the size of a division—mounted scouts being about four or five miles in front of the head of the column.

The action of the advanced guard must always depend on the force it is covering.

It will avoid all chance of bringing on an engagement involving the main body unless it is intended to do so by commander-in-chief.

Should the enemy be advancing in superior force, the advanced guard must at once occupy a suitable position for fighting a delaying action.

If it is the intention of the Commander-in-chief to come up and engage the enemy the advanced guard must hold its ground until the main body arrives.

If it is found that the enemy has already a position in superior force, the C. O. of the advanced guard will carry out such instructions as he has already received, and will at once send back a report of the situation, asking for further orders, and in the meantime will push as close as possible and endeavor to

ascertain the enemy's strength, disposition, etc., but avoiding any definite engagement until his orders are received.

Communication must be maintained with the main body and any columns marching on neighboring roads.

A large force of engineers would form part of the advanced guard to remove obstacles, repair bridges, etc.

The commander of the advanced guard should march at the head of the supports. In this position he can secure information quickly.

At the end of the march troops that have covered the march are responsible for the protection of the main body until other arrangements are made.

REAR GUARDS.

Rear guards when the column is advancing is chiefly to prevent hostile acts by inhabitants and to pick up stragglers.

A rear guard of a force retreating is practically an advance guard reversed.

Duties of a rear guard are the most difficult that fall to the lot of any body of troops in war.

The chief requirement of the main body is time to recover from the defeat just sustained, and to gather together various beaten troops in order to regain "morale" and good order.

It is the duty of the rear guard to gain this time by opposing the pursuit of the enemy and doing everything possible to delay his advance. But in carrying out this mission the rear guard suffers from a double disadvantage in that every minute of time gained,

the pursuing enemy is becoming stronger while its main body is getting farther away.

The strength of the rear guard will depend on circumstances, but it must be strong enough to offer serious opposition to the on-coming enemy.

It must be strong in artillery and mounted troops.

With a rear guard there should be engineers to demolish bridges, and otherwise obstruct roads (but only when ordered to do so).

A rear guard will occupy any position which will make the enemy deploy for action.

If the main body is passing through a defile the rear guard must be prepared if necessary to sacrifice itself to the last man.

The infantry must withdraw first, the guns and cavalry last, covering the retiring infantry. The distance between positions should be great enough to make the pursuers adopt march formation again.

Mounted troops should be on the flanks of a rear guard to give warning of any turning movement on the part of the enemy, as above all things a rear guard should never allow its flank to be turned and thus be cut off from the main body.

FLANK GUARDS.

Flank guards are used to avoid the possibility of the column being attacked on the flank.

The composition is similar to an advanced guard and moves parallel to the column.

FIGHTING TROOPS AND THEIR CHARACTERISTICS.

All troops are divided into two main classes, viz.:

- (1) Fighting troops;
- (2) Administrative troops.

Fighting troops consist of—

- (1) Cavalry (including mounted infantry and cyclists).
- (2) Artillery (including ammunition columns).
- (3) Engineers (field units).
- (4) Infantry.
- (5) Flying corps.

Administrative troops consist of—

- (1) Engineers (other than field units).
- (2) Army service corps.
- (3) Army medical corps.
- (4) Army signal corps.
- (5) Army ordnance corps.
- (6) Army veterinary corps.
- (7) Army pay corps.
- (8) Army postal corps.

The characteristics of the various branches are:—

Cavalry

Chief duty is reconnaissance, and is divided into—

- (1) Independent cavalry—a separate arm in themselves.
- (2) Protective cavalry—which form part of an infantry division.

Cavalry or mounted infantry are used with great advantage in rear guard actions on account of their mobility.

Cavalry are also very useful in an attack to employ shock tactics at a critical moment.

They are also used in battle on the flanks to endeavor to turn the enemy's flank and endanger their line of communication.

They are armed with the lance, sabre and rifle.

Artillery

Is divided into batteries of—

(1) Horse artillery (two batteries to a brigade.

(2) Field artillery (three batteries to a brigade.

(3) Howitzers artillery.

(4) Mountain artillery.

(5) Heavy artillery.

(6) Siege artillery.

Horse Artillery—All men are mounted and are attached to the cavalry. They use 13-pounder guns, which can fire 30 rounds per minute.

Field Artillery—The men ride on the gun carriages and they use the 18-pounder Q. F. gun and form part of an infantry division. Its duty is to assist the infantry by all means possible so as to obtain superiority of fire, put the enemy's artillery out of action, and cover the advance of our own infantry.

Howitzers—Are very powerful and are very useful on account of their high trajectory; can support infantry until they are very close to the enemy. Howitzers are useful for destroying buildings, etc.

Mountain Artillery—Projectiles very weak, but can pass through broken or mountainous country.

Heavy Artillery—Use 60-pounder shells; are used against warships and heavily fortified position.

Engineers

The engineers are used for special works to help other troops.

Engineers are divided into—

(1st) Field troops, which are mounted and accompany independent cavalry.

(2nd) Field companies—who accompany the infantry.

Their chief duties are—

Construction of defensive works

Construction of roads, bridges, etc.

Assist in establishing communication between various parts of the army, demolish obstacles, bridges, etc.

Infantry

Is the backbone of the service.

It is slow of movement, but can be moved over any ground or at night.

By its fire, can stop the resistance of the enemy, then complete its object by the assault.

MARCHES

March discipline is essential, which means that everything that tends to efficiency on the march, which greatly lessens fatigue and keeps the efficiency of the troops as little impaired as possible.

On the march everything must be done for the comfort of the troops, but if there is a possibility of meeting the enemy tactical considerations must come first.

The rate of marching is about $2\frac{1}{2}$ miles per hour. The average march of a column composed of all arms is fifteen miles per day, with a rest of one day per week, although small bodies of trained troops can do 25 miles per day.

Troops halt ten minutes in every hour.

Care should be taken that the pace is kept uniform and that the proper distance is maintained between units.

The distance between units should be—

10 yards between companies.

20 yards between battalions.

30 yards between brigades.

Starting Point

Is the place where the head of the column starts from at a stated hour.

Troops march in the following formation:—

Cavalry—Column of sections—(four men abreast).

Artillery—Column of route (guns and wagons in single file).

Infantry—In column of fours.

Wherever different roads are available the shortest and most direct should be allotted the infantry—the one in best repair for artillery and trains, while cavalry would be sent by the more indirect route.

If several roads are used care must be taken to keep up communication.

Halts must never be made in a defile, and the advance guard must be on the alert all the time the main body is resting.

A forced march is done at the same rate and is reckoned by the distance travelled or by the length of time the men are under arms.

When fording a river—

Infantry can take a depth of 3 feet.

Cavalry can take a depth of 4 feet.

Artillery can take a depth of 2 feet 4 in.

COMPANY IN ATTACK.

The general principle for distributing units in the attack is to distribute them in depth, which means a series of successive lines.

Each unit will be divided into "firing line," which is preceded by scouts, then the "supports" and "local reserve."

A company in the attack would probably have one platoon in the firing line, one in support, and two in the local reserve.

Note.—In the case of the firing line, it would be composed of two sections of one platoon and two sections of another platoon, and the same with the supports, so that the sections in the supports would be supporting other sections of their own platoon, thus on reaching the firing line units are together under their own commander as near as possible.

When infantry first comes under artillery fire they advance in small shallow columns in fours or file on irregular frontages with an interval from 50 to 100 yards and a distance of about 200 yards. Upon coming under effective rifle fire they extend to five or ten paces.

Officers must see that the troops understand—

(1st) The objective;

(2nd) The line of advance.

When the enemy's fire is very effective the advance is made in short rushes by sections—the remainder of the firing line opening a burst of rapid fire, thus covering their advance. This is known as "mutual support."

In order to obtain a superiority of fire before the assault, there should be about 125 men to every 100 yards of front at the commencement of the attack, to allow for casualties and a minimum of one rifle per yard at the decisive point. Four to five men to the yard will usually be required to carry forward the assault.

Officers should place themselves where they can most effectively lead and control their unit.

When the firing line reaches the final position, where further advance is impossible they will be reinforced by the supports, who have not already been absorbed in the advance.

The infantry will now endeavor to obtain a superiority of fire. When the enemy's fire becomes weaker and less effective, bayonets will be fixed and the assault delivered.

As soon as the assault has been delivered and the enemy driven from its position, units will instantly reorganize to meet the counter-attack which the enemy is almost sure to attempt.

FIGHTING IN CLOSE COUNTRY, WOODS, AND VILLAGES.

Close Country

Close country is country in which view and movement are seriously restricted by woods, fences, etc.

It is hard to deploy for an attack, and this makes it hard to render a decisive blow.

Inter-communication is hard to maintain, therefore the commander of the force finds difficulty in keeping control.

Subordinate commanders are thrown on their own initiative, and are themselves responsible that they keep in touch with other troops.

Fire control is difficult to maintain, as it is practically impossible to concentrate a large amount of fire on any one locality.

Reconnaissance must be thorough and troops should not be deployed until forced to do so.

Care must be taken that direction is preserved, as the objective is hard to keep in view and is often out of sight.

Supports or reserves can often be brought up under cover of hedges, stone walls, etc., care being taken to prevent them coming under enfilade fire.

Woods

A small wood in rear of a defense is useful to conceal supports or local reserves, as the enemy would be required to waste a large amount of ammunition to search the wood.

Precautions for defence of a wood—

(a) Arrange for defence of the outer border of the wood (at least 50 yards in advance), to prevent the enemy from establishing himself at any point within the wood.

(b) Establish communications within the wood both laterally and from front to rear.

(c) Arrange for defensive position within effective range of the rear edge of the wood to prevent the enemy who has gained the wood from issuing from it.

(d) Choose positions for the artillery.

The firing line should be anywhere from 50 to 200 yards in front of the edge of the wood, as the edge of the wood offers a good mark for artillery.

If time is limited, it is better to spend it in making good lateral and rear communications than in providing defences.

An advance through a thick wood makes effective co-operation and control difficult.

Good communication should always come before a good defensive position.

Villages

Troops should be divided into—

- (1) Those to hold the village;
- (2) A general reserve.

Villages often enable troops to offer an obstinate resistance.

Villages can be divided into three main classes—

(a) Those running lengthwise across the enemy's front;

(b) Those running end on to the enemy's front;

(c) Those which are circular.

Those in (a) can be made very strong in front, but are liable to be difficult to defend from the flank.

Those in (b) can be made strong against flank attacks, but the front is small, therefore easier for enemy's artillery to concentrate.

Those in (c) can be defended with less difficulty on all sides.

Villages require a large force to hold them, as co-operation and control is difficult.

The defenders usually suffer most from artillery fire.

Villages should be divided into three lines of defence, viz., firing line, supports, and reserve.

The first line of defence will be entrenched some little distance in front of the village.

All suitable houses or buildings will be put in the best state of defence that time allows.

Other houses or buildings well within the village will be used as "keeps," where a reserve supply of ammunition and water should be kept. Also for housing wounded.

Units must be kept together as near as possible, ample troops being assigned to defend the flanks.

Subordinate commanders should be made responsible for a certain section or sub-section of the village.

Machine guns may be used with great effect, as they can clear a street without much difficulty, and if concealed in a building are hard to locate.

CAMPS AND BIVOUACS

Troops may be quartered in—

Billets—Men or horses are accommodated in buildings.

Close Billets—As many men as possible sleeping in buildings, the rest bivouacking.

Bivouac—Men sleep in the open with such shelter as they are able to construct.

Camps—Men sleep in tents or huts or specially constructed buildings.

In selecting a site for quartering troops tactical considerations must first be considered, but in country where an attack from the enemy is not likely, sanitary considerations must come first.

A billeting party is sent ahead to arrange for billets.

In billeting troops the following precautions should be taken:—

(a) Before rooms are occupied they should be thoroughly cleaned and put in a cleanly condition before leaving, for any troops who may occupy them the next night.

(b) All drinking water should be sterilized or made pure.

(c) A unit should always be billeted on both sides of a street to avoid confusion in case of alarm.

(d) Officers should be billeted as close to their men as possible.

Military police, or the first troops to arrive, will post sentries over any water supply likely to be used for men or animals.

If water is taken from a stream troops will obtain their drinking water from a point up stream, which will be marked by a white flag.

Next will be for the watering of animals, and will be marked by a blue flag.

Furtherest down stream will be a place for bathing, marked by a red flag.

If running water is not available precautions must be taken to prevent animals from drinking it, they being watered by means of pails or nose-bags.

Washing must be done as far away as possible.

Drinking water should be boiled, sterilized, or chemically treated.

In camp trench latrines should be used. These should be arranged in one row $2\frac{1}{2}$ feet clear space between each trench. The size of each trench should be 3 feet long, 1 foot broad, and 1 foot deep. As a general rule five trenches should be provided for every 100 men.

All camp refuse should be burned—what cannot be burned should be buried.

AMMUNITION SUPPLY

Each soldier in the firing line carries 120 rounds of ammunition, 100 rounds per man being carried by the regimental reserve.

A total of 550 rounds is carried for each man on the lines of communication.

Ammunition passes through the following stages from the refilling point to the man in the firing line:—

Divisional Ammunition Column.

F. A. Brigade Ammunition Column.

Infantry Brigade Ammunition Reserve.

Regimental Reserve.

To trench.

The infantry brigade ammunition reserve is made up by detaching from each battalion about one-third of the regimental reserve under a selected mounted officer.

TOPOGRAPHY

There are two kinds of maps:

(a) Military Map.

(b) Field Sketch.

The former is a map made by trained surveyors. The latter is made by an officer or N.C.O. in field, and always accompanies reconnaissance reports, and should note all matters of military importance with reference to the ground or country which is being operated over.

There are four essentials to know in order to read maps intelligently:—

(a) Scale of map.

(b) Meaning of conventional signs.

(c) Position of North point on map, i.e., to be able to place the map on the ground with the north point to the north, known as orienting.

(d) Meaning and use of contour lines and other methods of representing hills, etc.

The explanation of the above is as follows:

Scale of Map—The scale shows the proportion that a distance between two points on the map bears to the distance between the same two points on the ground, e.g., one mile to one inch.

There are three methods of showing a scale:

(a) Statement in words—

e.g., 4 inches = 1 mile.

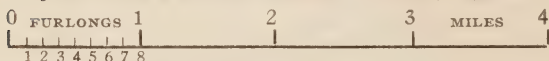
1000 yards = 1 inch.

(b) Representative fraction known as R.F.,

e.g., $R.F. = \frac{1}{63360}$ means one inch or one

meter on the map equals that many inches or meters on the ground.

(c) By a scale divided into parts, each representing a certain number of units, e.g.:—



Always add a further space to the left of zero for dividing into smaller units. The advantage of this method of scale is that the map can be photographed and reduced or enlarged and the map and scale remain in the same relative proportion.

It is necessary to be able to change from one scale to another scale, and this is best explained by the following questions and answers:—

(a) Q. The scale of a map is 6 in. to 1 mile, what is the representative fraction? (always remember that 1 mile contains 63360 in.).

$$\begin{aligned} \text{A. R.F.} &= \frac{\text{The distance on the map.}}{\text{The distance on the ground.}} \\ &= \frac{6}{1} = \frac{63360}{10560} \end{aligned}$$

Always reduce the fraction so that the numerator is one.

Q. On a field sketch two bridges are shown
6 in. apart. If R.F. = $\frac{1}{21120}$

what is the actual distance between them on the ground?

A. 1 in. on map = 21120 in. on ground;

Therefore 6 in. on map = 126720 in. on ground, or 2 miles on ground.

Hill features are represented by contour lines, which are the representation on the map of imaginary lines on the surface of the earth, every point of which is at the same level.

The vertical distance between two consecutive contour lines is called the vertical interval, and is expressed in feet, e.g., V.I. = 10 ft.

A slope is the angle of inclination of the ground expressed in degrees.

A gradient is a slope expressed as a fraction, e.g., a gradient of 1/12 means a rise of one foot in a horizontal distance of 12 feet.

To change from a gradient to a slope multiply by 60, e.g., a gradient of 1/12 = 1/12 x 60 = 5 degree slope.

Q. The difference in elevation between two points is 25 ft. and the distance between them measured on the map is $\frac{1}{4}$ inch, what is the R. F. of the map?

A. The gradient is $1/12$. Therefore Rise of 1 ft. is 12 horizontally; rise of 25 ft. in $25 \times 12 = 300$ ft. horizontally.

$$\text{R.F.} = \frac{\text{Map}}{\text{Ground}} = \frac{\frac{1}{4}}{300 \times 12} = \frac{1}{14400}$$



Beauchamp & How,

LTD.

97 King St. West,

TORONTO



BREECHES MAKERS

